

## VMR-VRO GUIDELINE ADDING AN ADDRESS TO AN EXISTING VENDOR

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### Checklist Reference - Adding an Address to an Existing Vendor

#### What is needed to add an address?

Written documentation from the vendor stating there is a new address.

#### What is considered written documentation?

This could be a postcard, a letter, an email or an invoice indicating there is a new address.

#### What is considered an additional address versus a change of address?

An additional address does not replace an existing address. The user will need to review all addresses in the vendor's record to determine that the address does not already exist. There will be no documentation indicating that an address is to be replaced, if such documentation is supplied refer to 'Changing an Address'.

There does not have to be an address for every location. Multiple locations are set up because of the method of payment (check vs ACH) or because of different 1099 reporting information. If these payments all end up at the same address, there does not have to be duplicate addresses set up. However, this does create the need for caution when updating an existing address: What locations will be affected? Which users at higher ed or state agencies will be affected by the change?

#### Why is written documentation needed?

The vendor may inquire who or what authorized the setup of a new address and without documentation the Vendor Registry Office would be unable to provide an explanation.

#### What does not authorize a new address?

Information will not be accepted over the phone from the vendor or an employee of the state or higher education. Paperwork written by employees of the state or higher education will not be accepted.

#### Why is it necessary to document changes to the vendor record?

Documenting additions, changes, updates, etc to the vendor's record provides insight into why something was changed, who changed, and when the change was made.

*Feel free to contact the Vendor Registry Office at [spovendor@nd.gov](mailto:spovendor@nd.gov) for help or guidance in entering or updating vendor information. The Vendor Registry Office will research the information, take the appropriate action and respond to your inquiry in a timely manner.*